

539509/06

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: FLEET OPERATIONS SUPERINTENDENT

DEFINITION

Under general direction, to plan, organize, coordinate and supervise the repair and maintenance of fleet automobiles, construction, auxiliary equipment, and activities and operations of fleet maintenance; coordinate activities with other divisions, departments, outside agencies and the general public; provides highly responsible and complex staff assistance to the General Services Director.

DISTINGUISHING CHARACTERISTICS

Under the direction of the General Services Director, a Fleet Operations Superintendent is responsible for the administration and operation of the Fleet Maintenance Division of the General Services Department. An employee in this class receives direction in the form of broad objectives and is evaluated in terms of results obtained. The Fleet Operations Superintendent assists in formulating policies and procedures and is responsible for implementing those policies and procedures to achieve the desired objectives.

REPORTS TO: General Services Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Services Director. Exercises direct supervision over supervisory, technical, maintenance and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Administers the day-to-day work of the Fleet Maintenance Division of the General Services Department.
- Directs the organization, staffing and operational activities for equipment maintenance including the maintenance and repair of City vehicles and equipment.
- Directs through subordinate supervisors, the selection, training, motivation and evaluation of fleet maintenance personnel; provides or coordinates staff training; implements discipline and termination procedures.
- Oversees the development and review of the effectiveness of corrective maintenance and preventive maintenance schedules, servicing and repair procedures and standards.
- Implements cost controls for vehicle maintenance activities; administers the Central Garage annual budget for maintenance and automotive stores and parts.
- Directs the preparation of specifications and recommends purchases and assignments of transportation and construction equipment.
- Reviews and make recommendations based on reports analyzing equipment repair, purchase and usage.
- Confers with department and division heads to determine their transportation and vehicle requirements and resolves complaints and problem situations.
- Develops replacement strategies for existing equipment and plans for fleet expansions.
- Organizes shop facilities to meet fluctuating and unusual demands.

- Monitors the maintenance of inventory control records for the fleet maintenance parts operation and the City fuel use system.
- Selects, trains, supervises and evaluates subordinates.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and methods of vehicle and equipment maintenance and repair.
- Principles and methods of inventory control and contract administration.
- Effective supervisory, training and personnel evaluation practices
- Applicable federal, state and local laws, ordinances, and programs concerning air quality and environmental protections.
- Fleet acquisition, leasing, replacement and disposal practices.
- Fleet maintenance safety principles and practices.
- Principles and practices of budget preparation and grant administration.
- Public relations and customer service techniques.
- Negotiating and conflict resolution techniques.
- Modern office practices, procedures, and equipment, including microcomputers and applicable software applications.

Ability to:

- Direct, manage and coordinate the work of supervisory, technical and maintenance personnel.
- Manage, supervise, train and evaluate assigned staff.
- Interpret, analyze and evaluate fleet maintenance and rental policies and procedures.
- Research, analyze and evaluate new fleet maintenance program techniques, methods and procedures.
- Prepare clear and concise reports.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of City Officials and vendors.
- Operate personal computer and applicable software.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in business or public administration or Fleet Management.

Experience: Eight years of experience in Fleet management including at least four years as a supervisor or manager. A Bachelors Degree is highly desirable.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Fleet Operations Superintendent

TO: General Services Director